



# COUNTY OF ERIE

## POSITION ANNOUNCEMENT

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** November 1, 2018

**CLOSING DATE:** November 16, 2018

**COUNTY JOB TITLE:** ADMINISTRATIVE ASSISTANT I

**PAY GRADE:** NB06

**BARGAINING UNIT:** NON-BARGAINING

**DEPT:** Human Services – D&A\*  
240 West 11<sup>th</sup> Street, Suite #B-050  
Erie, PA 16501

**PAY RANGE:** \$13.58/hour \$26,481/annual – Minimum  
\$23.80/hour \$46,410/annual – Maximum

**HOURS PER WEEK:** 37.5  
Monday – Friday, 8:30 a.m. – 5:00 p.m.

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**PROCEDURE TO APPLY:** Please read the “How to Apply” section on the [www.eriecountypa.gov](http://www.eriecountypa.gov) website under the “View Job Postings” link below before applying.

Please submit a County Employment Application, Bid Form and Resume stating your qualifications to:  
**Department of Human Services, Human Resources Dept.**  
240 West 11<sup>th</sup> Street, Suite #120, Erie, PA 16501  
**FAX: 814-451-6859**

Application materials must be received by or postmarked on or before: **Friday, November 16, 2018.**

The “How to Apply” section, applications and bid forms can be found on/downloaded from [www.eriecountypa.gov](http://www.eriecountypa.gov). Click on the “View Job Postings” link from the home page to locate information/documents. Completed forms can be hand delivered or mailed to the above address or sent via fax.

Inquiries related specifically to job duties and responsibilities may be directed to *David Sanner @ 814-451-6890 or April Bush @ 814-451-6874.*

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.**

**ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.**

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### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

All applicants must meet the minimum experience and training (METs) required for the job. The METs for this position are either: Such training as may have been gained through graduation from a four year college/university; **OR**, Equivalent combination of experience and training.

### **DUTIES/RESPONSIBILITIES**

1. Reviews and processes correspondence to include but not limited to scheduling daily appointments; screening phone calls; returning phone calls; arranging meetings; compiling letters, reports and e-mail messages; and, confirming meeting attendance.

(continued on reverse)

2. Maintains and organizes paper and electronic files regarding all operations as well as projects.
3. Assists and promotes positive relationships with clients, contracted entities, funding sources and regulatory bodies at the local County level, regional level and central office/State level.
4. Maintains positive relationships with representatives from other human service and educational systems such as the Office of Mental Health/Intellectual Disabilities, Office of Children and Youth, HealthChoices Program, education, criminal justice system, etc.
5. Conducts tasks related to review archived data, ad hoc surveys, etc., in order to assure proper program development, operation, and service enhancement and coordination.
6. Provides clerical administrative assistance as needed for assistance and back-up and coordinated back-up coverage for the Clerk-Typist II.
7. Completes assigned projects related to divisional efficiency, operations, and appropriate technologies to assure state-of-the-art service delivery and reporting.
8. Performs simple surveying of clients, providers and staff, and runs electronic and manual queries for data.
9. Interfaces with a variety of internal and external customers, including service providers, caseworkers, supervisors, administrators, legal staff, clinicians, government officials, representatives of community partners and integrated system providers as well as various technical service and fiscal professionals.
10. Provides program support for the Executive Director and Program Director to include the development and maintenance of forms, charts, tables, spreadsheets and matrices, record keeping, file development and maintenance, organization, and related activities.
11. Attend position related meetings and trainings.
12. Performs other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

\*Drug & Alcohol

**\*\*\*This position is subject to the provisions of the Erie County Employee Handbook\*\*\***